

Registration Renewal

**Making a submission on
the Tusla Portal**

QMS Reference	EYI-GDE02.1
Version	2.0
Date	10/03/2023

1.0 Welcome to the Tusla Portal	3
2.0 The benefits of making your submissions online	3
3.0 Data Privacy by Design	3
4.0 Logging on	3
5.0 Getting started	4
6.0 Navigating the portal	5
7.0 Document Upload	10
8.0 Fee Payment	13
9.0 Submission.....	13
10.0 Re-submission after Initial Submission	15

1.0 Welcome to the Tusla Portal

The Tusla Portal allows providers of early years services to securely interact with Tusla. This user guide is for the providers of early years services who wish to renew their service registration. This user guide describes how to use the Tusla Portal to make a submission for registration renewal.

2.0 The benefits of making your submissions online

The Portal provides the following benefits:

- Step by step instructions and validation checks
- Easier and reduced data entry
- Immediate acknowledgement of receipt of your Submission
- Permanent receipt/record of making a Submission
- Safe and secure channel for submitting information
- More efficient reviewing by Tusla

3.0 Data Privacy by Design

The Portal has been designed using the principle of Data Privacy by Design. The process requires the absolute minimum amount of information. All Personal Data is encrypted and only retained on the Portal for a minimal amount of time. The portal's data privacy statement can be accessed on the Tusla web site at <http://www.tusla.ie/children-first/tusla-web-portal-privacy-statement>

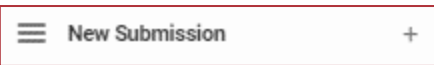
4.0 Logging on

To make a registration renewal you will firstly need to log back in at the following link to your existing account <https://portal.tusla.ie/Account/Login>

5.0 Getting started

After logging on you will see the following screen.

The screenshot shows the Tusla Portal interface. The header includes the Tusla logo and the text 'An Ghníomhaireacht um Leasúil agus an Tíreghlúach Child and Family Agency'. The main content area is titled 'Welcome to the Tusla Portal' and contains several paragraphs of text, including a new feature announcement for 'My Messages', information about secure communication, and a list of user guides. A sidebar on the left contains navigation links: Home, My Messages, My Submissions, New Submission, My Account, and Contact us.

Clicking on  gives:

The dropdown menu shows two options: 'New Submission' and 'Pre-School or School Age Service'.

By clicking on 'Pre-School or School Age Service' you will see these options:

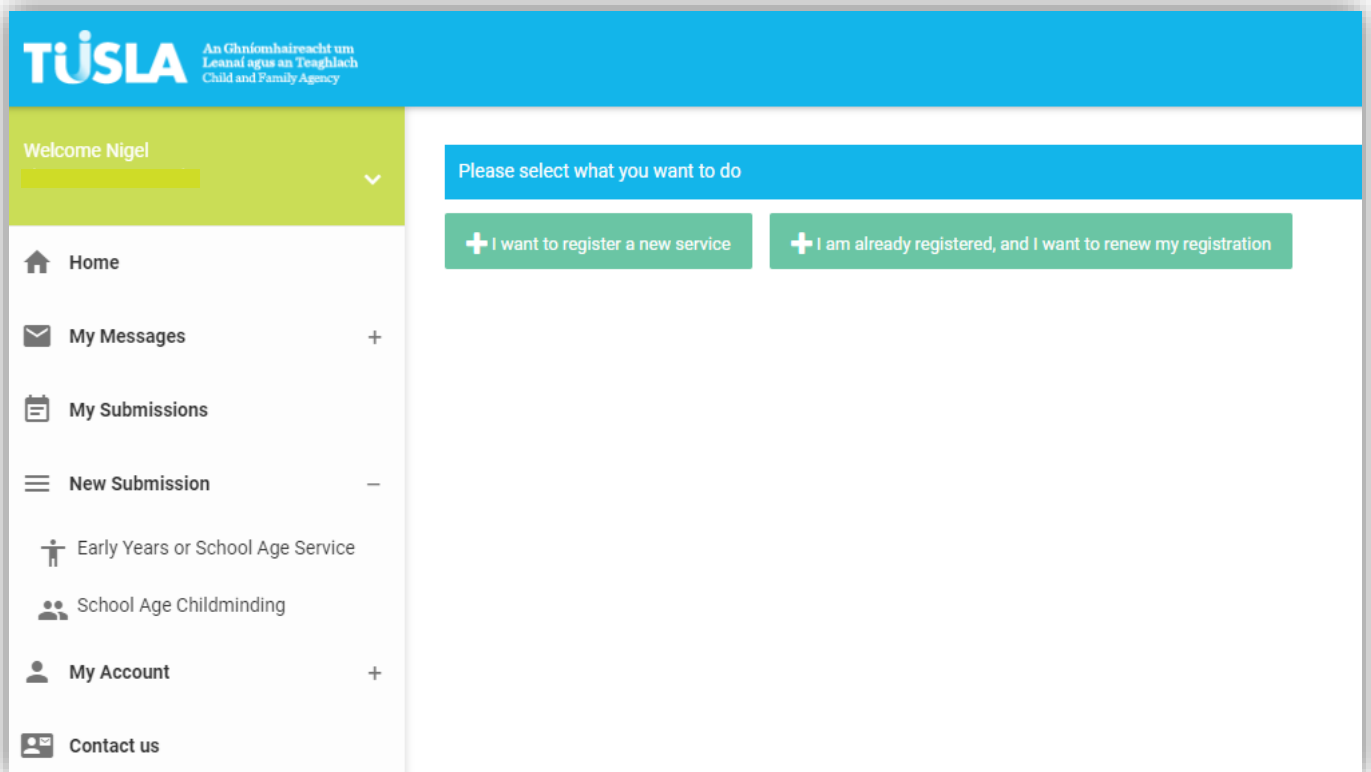
The screenshot shows the registration options page. The header includes the Tusla logo and the text 'An Ghníomhaireacht um Leasúil agus an Tíreghlúach Child and Family Agency'. The main content area is titled 'Please select the service variant you wish to register' and contains a table with three columns: 'Pre-School Service', 'School Age Service', and 'School Age Childminding'. Each column has a sub-column for 'Centre Based or Childminder' and a 'Pre-School' or 'School Age' button.

Select

- + Pre-school
- + School Age Service or
- + School Age Childminding.

Use any of the above options if you are already registered and wish to renew the registration of your service.

Select 'I am already registered, and I want to renew my registration'

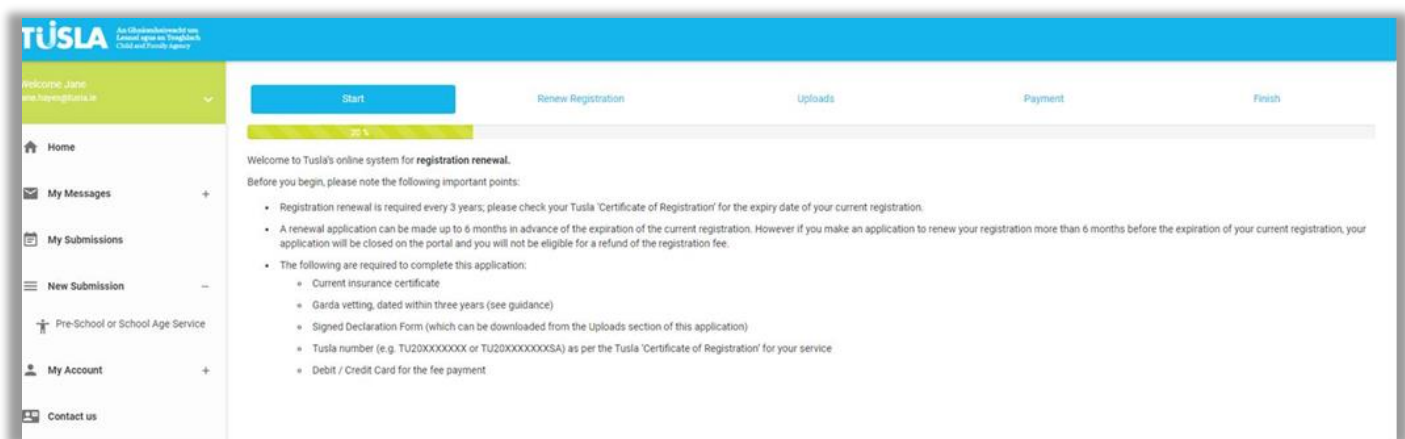


6.0 Navigating the portal

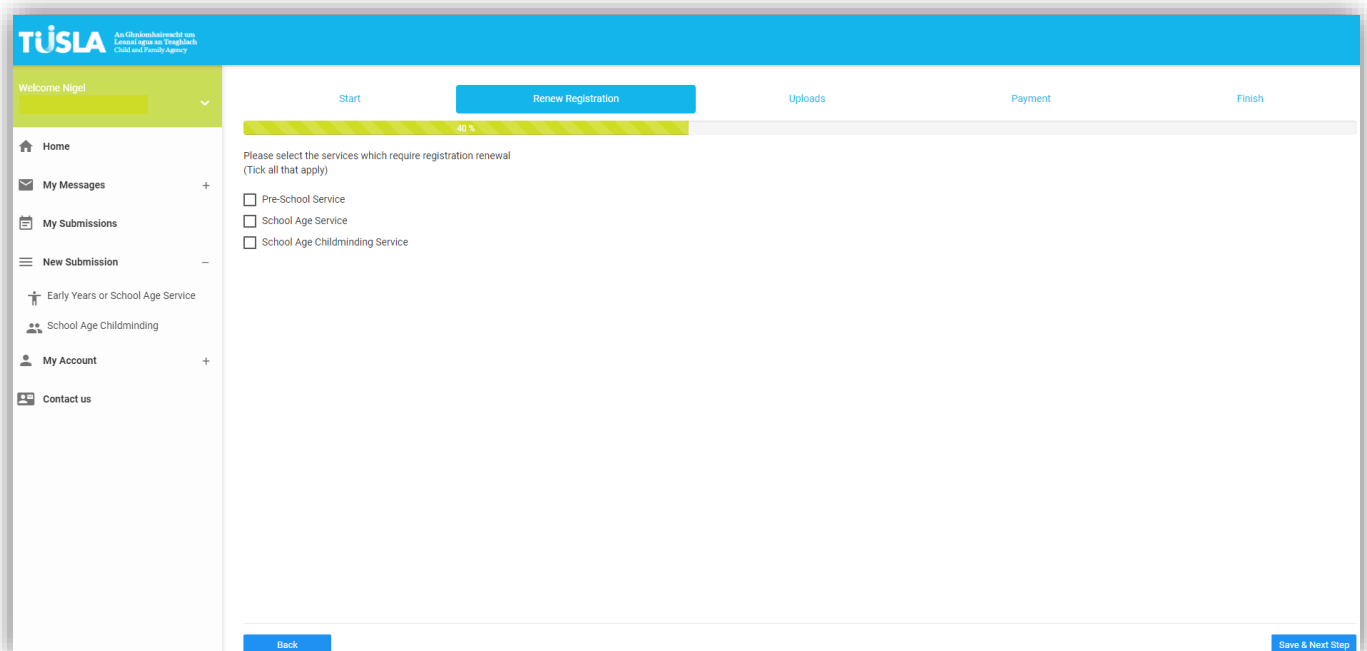
You should be aware that the tabs need to be completed in the order that they are presented, you will ensure this by pressing **Next Step** when ready to move on, you can go back to the previous tab by pressing **Back**.

A percentage completed bar will indicate how far you are through the process.

Please read the information on the welcome page before continuing.



If registration renewal date is due for both the Preschool and school age service at the same address, these can be selected together.

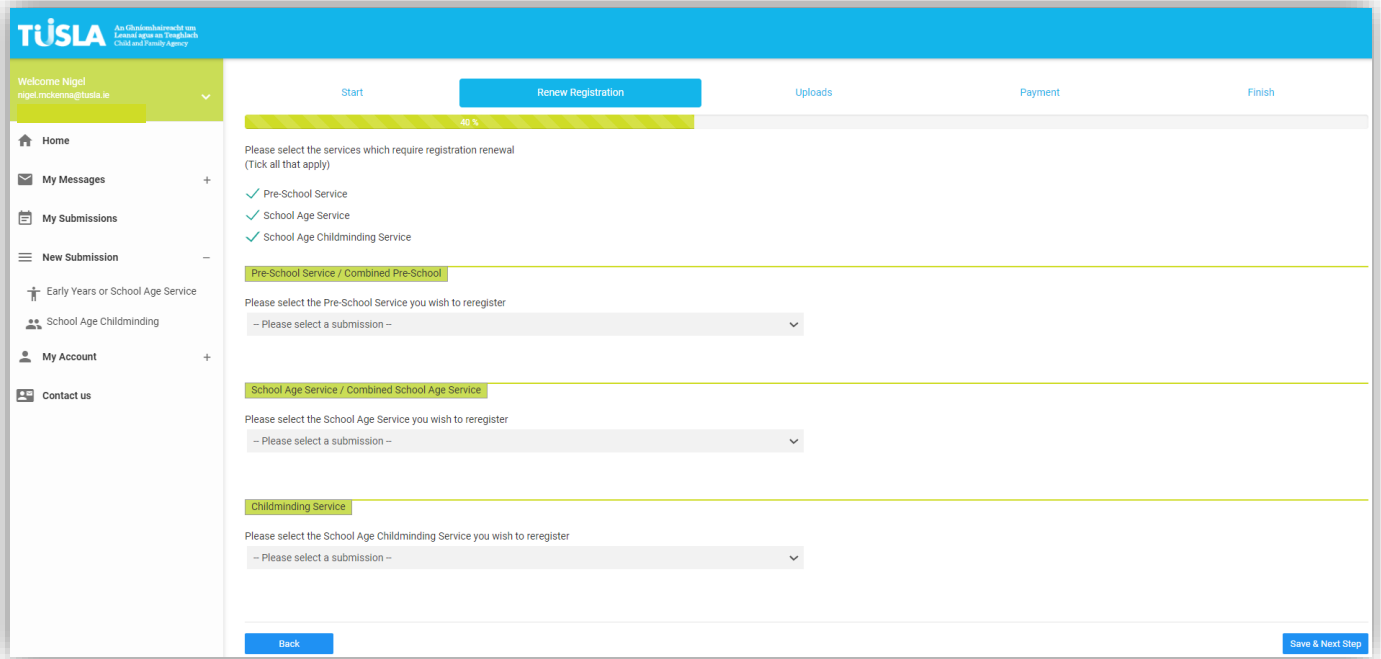



When you select pre-school service you will be presented with a drop-down menu to select the Pre-school service registration you wish to renew.

This drop-down menu will contain the original portal submission number and the name and address of the service.

If you also have a School Age Service or School Age Childminding Service at the same address with renewal of registration required, you can select this from the appropriate drop-down menu.


It is the responsibility of the registered provider to select the correct submission for the service registration you wish to renew.



Please use the  button to view the original submission to confirm the selection of the correct submission.

When you select the service, you must ensure that the correct Tusla ID number has populated.

If the value in the Tusla ID box is missing or incorrect, please enter the correct Tusla ID of the selected Service.

If you are unsure of your Tusla ID number, an information box  has been provided that will link you to the National Register of Pre-School Services or the National Register of School Age Services which contains current details of your service, including the Tusla ID number and registration date.

TUSLA An Ghníomhaireacht um Léimníocht agus Tréimhíocháil Clárúcháin agus Seirbhíse

Welcome Nigel

Start **Renew Registration** Uploads Payment Finish

40 %

Please select the services which require registration renewal (Tick all that apply)

- Pre-School Service
- School Age Service
- School Age Childminding Service

Pre-School Service / Combined Pre-School

Please select the Pre-School Service you wish to reregister

Ref No: 163612 (Early Years Service) | Submit Date: April 26, 2022 | Name: Test Little Tigers, Tiger Lane, Limerick

It is your responsibility as the Registered Provider to select the correct Submission ID for the Service address you are required to renew at this time. [View](#)

Please ensure the correct pre-school service Tusla ID has been populated. **i**

If it is incorrect or blank, please insert the correct Tusla ID in this box.

Tusla ID (Tusla ID begins with TU) *

TU2015LK999

Have you completed an approved change in circumstance since you last made a submission to your service-types on the Tusla Portal?

Yes No

[Back](#) [Save & Next Step](#)

40 %

Please select the services which require registration renewal (Tick all that apply)

- Pre-School Service
- School Age Service
- School Age Childminding Service

Pre-School Service / Combined Pre-School

Please select the Pre-School Service you wish to reregister

Ref No: 163612 (Early Years Service) | Submit Date: April 26, 2022 | Name: Test Little Tigers, Tiger Lane, Limerick

Please ensure the correct pre-school service Tusla ID has been populated. **i**

If it is incorrect or blank, please insert the correct Tusla ID in this box.

Tusla ID (Tusla ID begins with TU) *

TU2015LK999

If you have changed your service type from that which you submitted on your previous portal submission select 'Yes' and then click on your current service type. This will ensure the correct Application Fee is calculated.

This does not remove or replace your responsibility to notify any changes in your Service registration details to Tusla through the Change in Circumstances process.

Have you completed an approved change in circumstance since you last made a submission to your service-types on the Tusla Portal?

Yes No

Please select your current Pre-School service type(s) for the Pre-School at this Service *
(Tick all that apply)

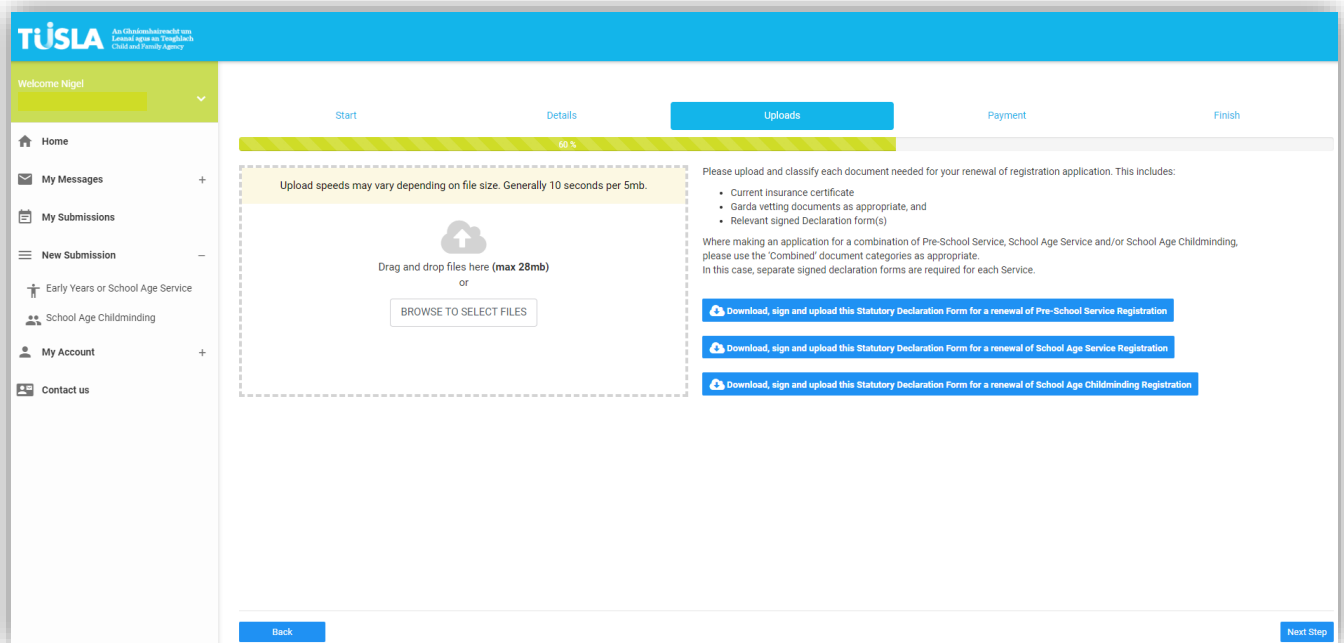
- Full-Day Care Service
- Part-Time Day Care Service
- Temporary Pre-school Service
- Sessional Pre-school Service
- Pre-School Service in a Drop-in Centre
- Childminding Service
- Overnight Service

Then click [Save & Next Step](#) to proceed to the next screen.

7.0 Document Upload

You will now be able to upload the required documents by selecting 'Browse to select files' or 'Drag and drop files here'.

Acceptable file formats include word, pdf, jpeg, bmp etc.



The required documents are;

- 1) Current Insurance certificate
- 2) Garda vetting disclosure for:
 - The registered provider and
 - The person in charge if different to the registered provider and
 - The board/committee members who have access to children
 - Additionally, a school age service where the person in charge operates the service single-handedly, garda vetting disclosure must be submitted for the second person.
 - For a school age child-minding service Garda vetting disclosure is required for the second person and
 - Any person over the age of 18 who will normally be present in the person's house during times when the service is operating.
- 3) A separate signed declaration form relevant to each type of service you wish to renew registration for, pre-school, school age or school age childminding, can be downloaded, printed, signed, and uploaded to the portal.

Download the appropriate Declaration Form from this screen. This form must be completed, printed, and signed by the required person(s). Upload and classify a scan of the completed and signed Declaration Form.

You should bear in mind that incomplete declaration forms will NOT be accepted and will result in delays when processing your application.

When you have uploaded each document, you are required to select the document type from the document classification in the drop-down menu.

The available document classifications are:

Preschool – Garda Vetting Registered Provider

Preschool – Garda Vetting Person in Charge (if different to Registered Provider)

Preschool – Garda Vetting Director(s) (if applicable and in contact with children)

Preschool – Certificate of Insurance

Preschool – Statutory Declaration Form

School Aged – Garda Vetting Registered Provider

School Aged – Garda Vetting Person in Charge (if different to Registered Provider)

School Aged – Garda Vetting Director(s) (if applicable and in contact with children)

School Aged – Garda Vetting Second Person

School Aged – Certificate of Insurance

School Aged – Statutory Declaration Form

School Aged Childminding – Garda Vetting Registered Provider

School Aged Childminding – Garda Vetting Second Person

School Aged Childminding – Garda Vetting persons over 18 present in the house during operating hours

School Aged Childminding – Certificate of Insurance

School Aged Childminding – Statutory Declaration Form

Combined – Garda Vetting Registered Provider

Combined - Garda Vetting Person(s) in Charge (if different to Registered Provider)

Combined – Garda Vetting Director(s) (if applicable and in contact with children)

Combined – Garda Vetting Second Person

Combined – Garda Vetting persons over 18 present in the house during operating hours (childminding only)

Combined – Certificate of Insurance

As you load your documents, they will be listed on the screen, they can be viewed and deleted at this time.

Download	Date	File name	Document classification	Delete
	19/05/22	Insurance Certificate.pdf	Preschool – Certificate of Insurance ▼	
	19/05/22	RP Garda Vetting.pdf	Preschool – Garda Vetting Registered Provider ▼	
	19/05/22	Signed Completed Declaration.pdf	Preschool – Statutory Declaration Form ▼	
	19/05/22	Board Member Garda Vetting.pdf	<input type="checkbox"/> Preschool – Garda Vetting Registered Provider <input type="checkbox"/> Preschool – Garda Vetting Person in Charge (if different to Registered Provider) <input checked="" type="checkbox"/> Preschool – Garda Vetting Director(s) (if applicable and in contact with children) <input type="checkbox"/> Preschool – Certificate of Insurance <input type="checkbox"/> Preschool – Statutory Declaration Form <input type="checkbox"/> School Aged – Garda Vetting Registered Provider <input type="checkbox"/> School Aged – Garda Vetting Person in Charge (if different to Registered Provider) <input type="checkbox"/> School Aged – Garda Vetting Director(s) (if applicable and in contact with children) <input type="checkbox"/> School Aged – Garda Vetting Second Person	

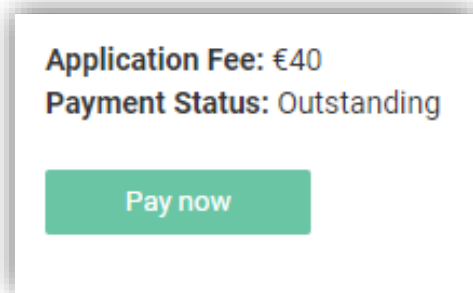
When all the required documents have been uploaded and classified click on

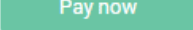
Next Step


8.0 Fee Payment

You will require your credit or debit card for this stage.

The application fee of either EUR40 or EUR80 will be calculated based on the Service Types selected earlier in the process. The appropriate Application Fee will be shown on the screen and must be paid as part of the application.

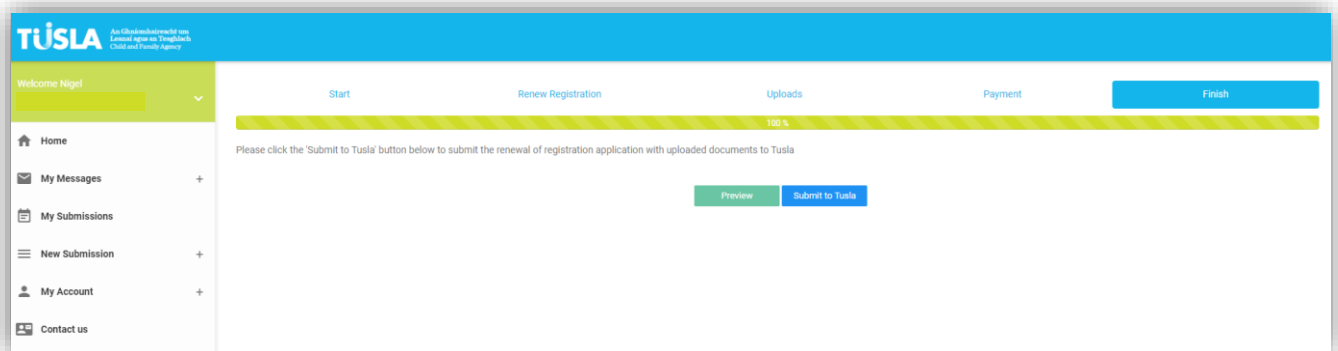


Please click on the  button and enter the requested credit/debit card details, including card number, expiry date and CVV number, on the secure payment form.

Following fee payment click on  button to proceed to the next screen.

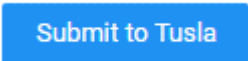
9.0 Submission

On this page you can preview and submit your submission.

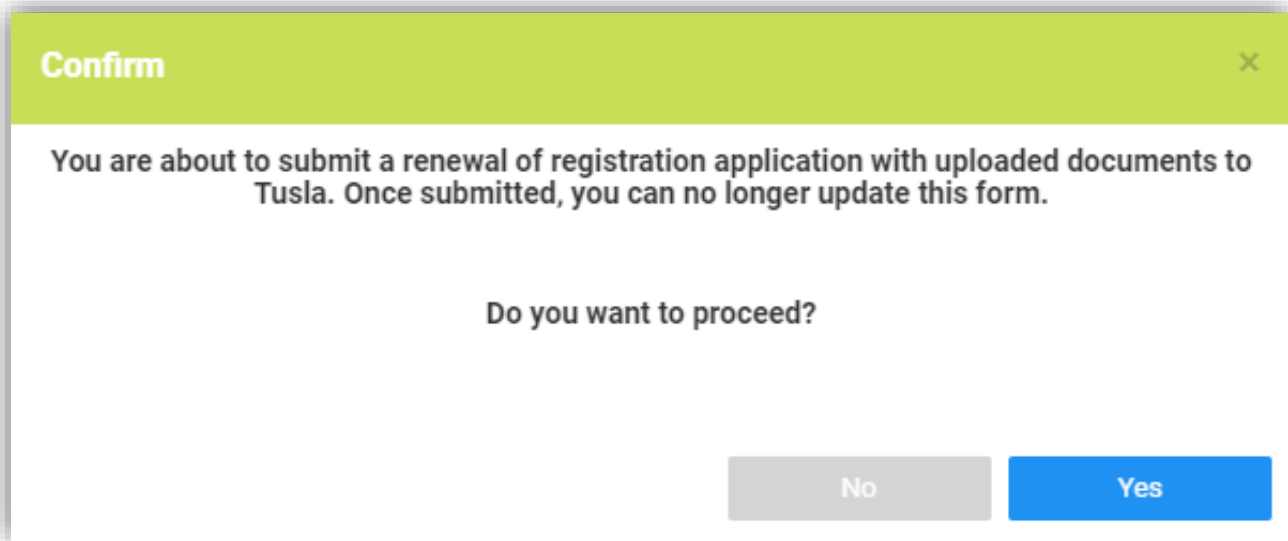


Please ensure you have uploaded the Garda Vetting, Insurance, and Declaration as applicable, before you click submit. Once you click submit you will no longer be able to upload documents until an assessment officer returns the application to you. This will delay the renewal of your service.

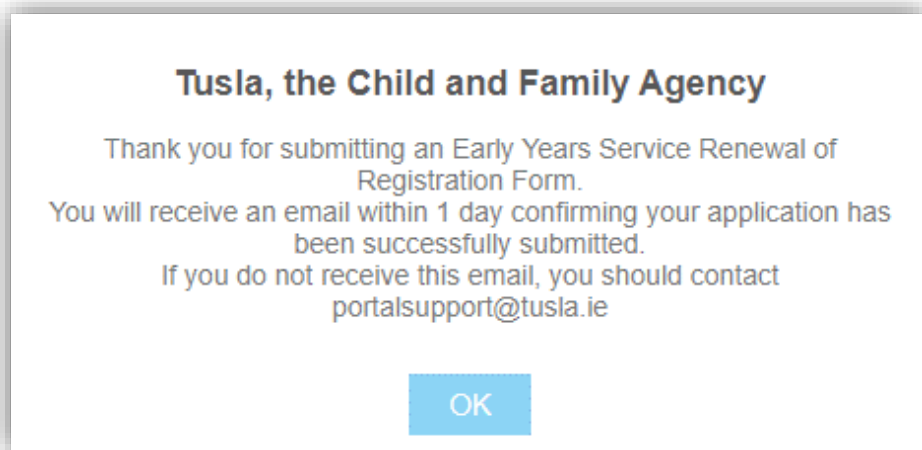
A full report can be obtained by selecting the  button; you should print a copy for your records. When you are satisfied with your submission, press the



button.



Confirm that you want to submit by clicking on  button.



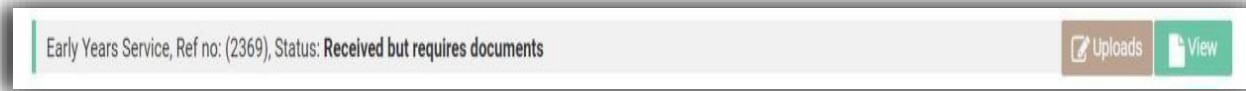
You have now completed your Early Years Registration Renewal submission.


10.0 Re-submission after Initial Submission

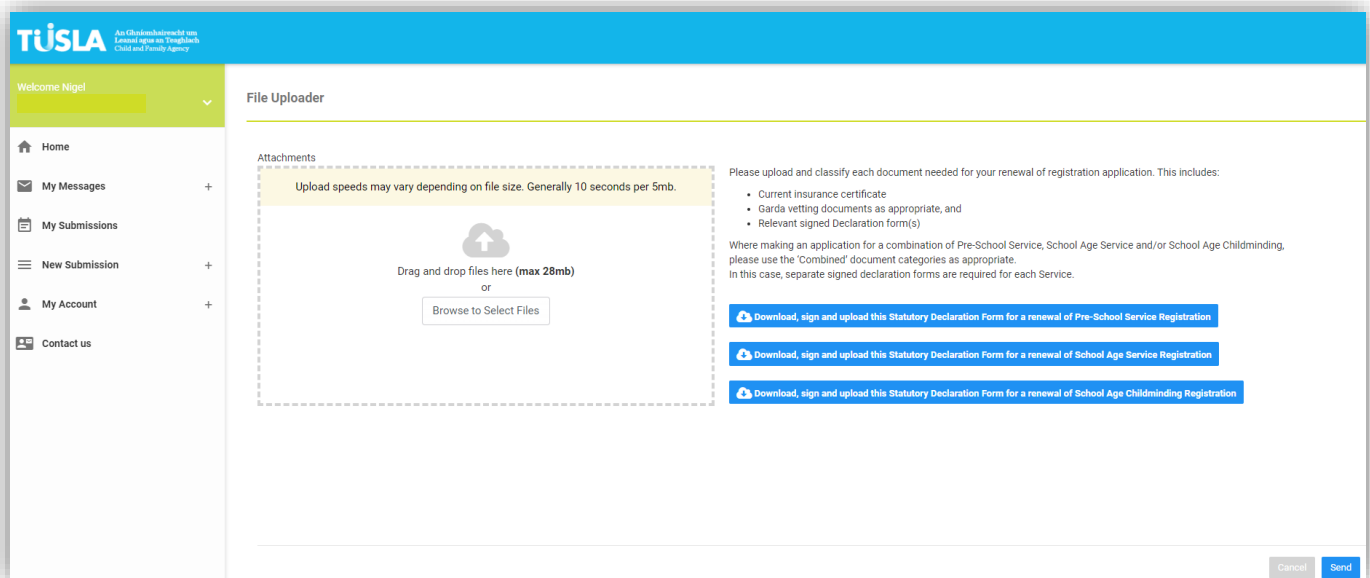
Following submission, the application will be assessed by the registration officer.

If you receive an email requesting further documents, you will see an entry

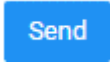
similar to this in  **My Submissions** :



If you click on the  button, you will be taken to a document upload screen.



Documents can be added in the same way as described earlier when you first made the submission. Each document must be classified by choosing from the Document Classification dropdown list.

When you have attached all the necessary documents then click on the  button.